

**TITLE:** ASSISTANT DEPUTY FIRE COMMISSIONER  
**MINISTRY:** PUBLIC SAFETY & SOLICITOR GENERAL  
**SUPERVISOR:** DEPUTY FIRE COMMISSIONER

**CLASSIFICATION:** MANAGEMENT BAND 3  
**WORK UNIT:** EMERGENCY MANAGEMENT BC  
**SUPERVISOR POSITION #:** 00036980

### **PROGRAM**

Emergency Management British Columbia (EMBC) is the lead coordinating agency in the provincial government for all emergency management activities. As such, EMBC's mission is to be responsible to British Columbians for leading the management of provincial level emergencies and disasters and supporting other authorities within their areas of jurisdiction. EMBC works directly with local governments, First Nations, provincial ministries and agencies, federal departments, other jurisdictions, industry and volunteers in hazard mitigation, preparedness, response and recovery.

### **CONTEXT**

The Office of the Fire Commissioner's mandate is to minimize the loss of life and damage to property by establishing and enforcing British Columbia's fire safety regulations. The Office leads provincial fire prevention and investigation programs, promotes fire safety awareness, and establishes training standards and certification procedures for fire service personnel. The Office also ensures that local authorities carry out their statutory responsibilities related to the enforcement of fire safety legislation.

### **JOB OVERVIEW**

*The Assistant Deputy Fire Commissioner is a key member of the Office of the Fire Commissioner's management team and is accountable for providing expertise to support the oversight, management and enhancement of the fire safety regulatory regime in the province. The Assistant Deputy provides policy advice and conducts research and analytical projects to develop and recommend changes to the regulatory framework, including policies, programs and initiatives. The Assistant Deputy works in collaboration with a wide network of internal/external colleagues and clients in the public, private and non-profit sectors and First Nations, and leads a team of employees.*

### **ACCOUNTABILITIES**

- Contributes to the development, implementation and monitoring of the provincial fire safety framework including: legislation, regulations, policies, programs, standards, plans, risk-management and agreements.
- Develops issue papers, business cases and reports relative to provincial fire-related legislation, regulations, policies, procedures, standards and initiatives. Drafts policy and legislation proposals, including Cabinet and Treasury Board submissions.
- Interprets outcomes of fire-related events in the province and in other jurisdictions and recommends policy responses.
- Conducts research and analysis; conducts consultations; gathers information; develops and evaluates options; and creates recommendations.
- Leads policy development projects: defines objectives, creates project charters, drafts project plans, manages contractors, staff and financial resources, oversees project reporting and ensures completion within timelines and project parameters.
- Manages and/or contributes to initiatives to ensure the enforcement of fire safety and training standards by provincial and local authorities. Oversees the development and delivery of fire safety public education programs.

- Leads and manages initiatives to monitor, evaluate and improve the performance of the provincial fire safety system and its components.
- Leads and manages initiatives to implement new standards and initiatives.
- Develops and maintains effective working relationships with senior leaders and specialists within EMBC, other jurisdictions, all levels of government, private and non-profit sectors and First Nations to exchange information, respond to issues, and collaborate on initiatives to advance provincial fire safety objectives.
- Supervises staff, including assignment of work, and the development and evaluation of performance plans
- Participates in procurement processes; manages contracts; and certifies satisfactory performance.
- Conducts other related duties:
  - a. Represents the Office of the Fire Commissioner:
    - i. On multidisciplinary or multijurisdictional working groups to advance objectives and collaborate on mutually beneficial initiatives.
    - ii. At meetings and events with clients, stakeholders and members of the public and provides advice related to fire prevention and related initiatives.
  - b. Manages and oversees the collection, analysis and reporting of fire safety data, statistics, trends, etc.
  - c. Prepares a variety of documents, including: reports, briefing notes, correspondence, memorandums, presentations, communications materials, etc.
  - d. Contributes to the development of communications materials and issues management initiatives.
  - e. Represents the Fire Commissioner's office
  - f. In the event of emergencies, participates in the management and coordination of the response.

## **JOB REQUIREMENTS**

### **Education and Experience:**

- University Degree in emergency management or a related discipline (e.g. fire science); OR University Degree in another discipline with training in emergency management or a related discipline; OR training or certification in emergency management or a related discipline; OR an equivalent combination of emergency management-related education and training.
- A minimum of 3 years' recent, related experience:
  - Leading and managing the development and implementation of legislation, regulations, policies, programs and plans in a large public sector organization; AND
  - Developing partnerships and negotiating agreements with leaders of public, private and non-profit organizations and First Nations.
- Preference may be given to candidates with:
  - Progressive related management experience in a fire department (e.g. Fire Chief or Assistant Fire Chief).
  - Experience leading response or recovery efforts in the aftermath of emergencies or disasters.
  - Supervisory experience.

### Candidates must be able and willing to:

- Travel to locations throughout the province.
- Work on-call and extended hours during emergency activations, including operational deployments across the province.

**PROVISO:** Successful completion of security screening requirements of the BC Public Service which may include a Criminal records check, and/or Criminal records Review Act (CCRA) check and/or enhanced screening checks as required by the Ministry.

### **Knowledge, Skills and Abilities:**

- Knowledge of EMBC and Office of the Fire Commissioner: mandate, service plan, legislation, service plan and initiatives.
- Knowledge of government processes related to the development of policy, legislation, and programs in support of the public interest.
- Knowledge of fire services legislation, regulations, codes, standards and best practices related to all aspects of fire prevention and investigation.
- Knowledge of roles of the public, private and non-profit sectors; First Nations and other stakeholders in fire safety.
- Knowledge of occupational health and safety as it relates to the fire sector.
- Knowledge of human resource management strategies, principles and practices that foster engaged and productive employees.
- Knowledge of voluntary sector human resource management regulatory requirements and best practices.
- Knowledge of contract management.
- Excellent written and oral communication, presentation/facilitation and interpersonal skills, and attention to detail.
- Excellent analytical, problem solving and judgement skills.
- Ability to manage multiple priorities and produce results within deadlines.
- Ability to communicate complex information to a variety of audiences and ensure it is understood.

### **BEHAVIOURAL COMPETENCIES:**

- **Leadership** implies a desire to lead others, including diverse teams. Leadership is generally, but not always, demonstrated from a position of formal authority. The "team" here should be understood broadly as any group with which the person interacts regularly.
- **Strategic Orientation** is the ability to link long-range visions and concepts to daily work, ranging from a simple understanding to a sophisticated awareness of the impact of the world at large on strategies and on choices.
- **Relationship Building** is working to build or maintain ethical relationships or networks or contacts with people who are, or may be, potentially helpful in achieving work-related goals and establishing advantages. These people may include customers, clients, counterparts, colleagues, etc.
- **Results Orientation** - a concern for surpassing a standard of excellence. The standard may be one's own past performance; an objective measure; challenging goals that one has set; or improving what has already been done.
- **Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous people to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview and the culture of the BC Public Service, and to notice their commonalities and distinctions with Indigenous cultures and worldviews.
- **Problem Solving/ Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

For more information about behavioural interviews, competency definitions, and to watch interview videos please visit: [Competencies in the BC Public Service](#)